

AQO

MEMORANDUM FOR RECORD

SUBJECT: AQO Staff Meeting Minutes, August 26, 1997

SENIOR FUNCTIONAL ADVISORS. GS-14 announcements are out for both DCMDE and DCMDW with closing date of 22 Sep 97. A meeting will be held 10 Sep in Boston for those people from DCMDE and DCMDW participating on the selection panels for the SFAs. The meeting will also include those HQ DCMC SFAs that have been selected.

CONTRACT PAYMENT & BUSINESS PRACTICES TEAM (AQOC).

- o General Accounting Office (GAO) Review of Pilot Mentor Protege Program. The GAO has initiated a review of the Pilot Mentor/Protege Program in order to ascertain whether it is successful. Their review started on Aug 13 and a draft report is expected by the end of Nov. The GAO may be contacting DCMC personnel for their input on their experience with the program. ACOs and Small Business Specialists are primarily responsible for preparation and submittal of required reports. The due dates are Aug 29 for the final review of Defense Supply Services Washington cooperative agreements and Dec 31 for all other reports. To our knowledge, only a few reports have been submitted.
- o Col Burckle, Tim Frank and Bart Hogan are in Boston working Electronic Data Management (EDM) implementation. They will return Tues nite.
- o Col Burckle and Dave Guinasso will brief Gen Drewes on Wed at 0900 on the Progress Payment Distribution Initiative. A memo to Mrs. Spector, Director, Defense Procurement, relating the impact of the initiative on DCMC has also been prepared for Gen Drewes' signature.

PRODUCT DESIGN, DEVELOPMENT & CONTROL TEAM (AQOF).

- o OSD Software Capability Evaluation Reuse Group (SRG) met 13 Aug, chaired by Col Harper and Brenda Zettervall from OSD. The group is looking at the reuse of software evaluation information for source selection, a repository for such information and the connection with the DoD Past Performance IPT efforts on a past performance database. The group also provided an update to the Systems Engineering Steering Group (SESG) and Mr. Longuemare, Acting Under Secretary of Defense (Acquisition & Technology) on 22 Aug.
- o Mr. Maldonado is representing DLA in a DoD Configuration Management Advisory Group meeting this week. The Group will be working on final comment resolution for MIL-HDBK-61, Configuration Management, and finalizing DoD sponsored training on MIL-STD-2549, Configuration Management Data Interface. The training will be offered as a 3-4 hour Air Force Institute of Technology (AFIT) Satellite Seminar.

o The second Systems Engineering Capability Maturity Model (SE CMM) class is being held in El Segundo this week. Students are receiving SE CMM and SE CMM Appraisal Method training. In addition, they will be given copies of the Lean Enterprise Model (LEM) from the Lean Aircraft Initiative, and be given a demonstration of the LEM. Point of contact is Mike Ferraro, (703) 767-3352.

SINGLE PROCESS INITIATIVE (SPI) TEAM.

o SPI Changes to DFARS Part 211. An interim rule to the Defense Federal Acquisition Regulation Supplement (DFARS) was issued August 20, 1997 by the Director, Defense Procurement. It is effective immediately. It encourages offerors to propose the use of nongovernment standards meeting the intent of military or Federal specifications and standards and requires any determination of unacceptability of an SPI process for a specific procurement be made only at the head of the contracting activity or program executive officer level. The interim rule was issued by the direction of the Under Secretary of Defense (Acquisition and Technology) memorandum dated April 30, 1997. A copy of the interim rule will be disseminated by an Information Memorandum and posted on the SPI homepage.

o A numbered DCMC policy letter has been posted on the SPI section of the DCMC Home Page that requires all CAOs to begin using the new Single Process Initiative System (SPIS) database effective immediately to report all CAO SPI activity. By now, all CAO SPI POCs should have downloaded the SPIS Database User's Manual, should have successfully installed the SPIS application software, should have printed all reports for all contractors and processes over which you have cognizance and validated all SPI information currently contained within the database for your CAO, informed your District or HQ of any discrepancies, and are now updating all data relating to your CAO--especially the CAO Update Status field.

o From 14 - 26 Aug 97, over 350 of the 1068 total processes were updated by SPI folks in the field. Preliminary review of the stats indicates 10 new contractors and 70 new concept papers since our 1 Aug 97 SPI biweekly report to OSD. Keep up the great work!

o The SPIS database is intended to be used in lieu of current field reporting methods such as e-mail and fax, providing that network connectivity is available. Any DCMC CAOs that are unable to establish connectivity with SPIS shall submit their SPI reports to their District SPI POCs for entry into SPIS. A MicroSoft Excel CAO SPI Reporting Template will be available upon request. If you experience any difficulties in downloading or running this application, contact your appropriate District or HQ DCMC SPI representative. HQ DCMC SPI Focal Point for this activity is Maj Steve Latsis, 703-767-2416, steven_latsis@hq.dla.mil.

o Escalation. On July 28 and August 18, 1997, respectively, DCMC issued memoranda outlining criteria for measuring progress and facilitating rapid implementation when processing SPI concept papers. The July memorandum directs Management Councils to develop clear operating procedures to include dispute resolution/escalation procedures and a concise tracking mechanism to ensure concept papers remain on track. This memo also instructs Management Councils to elevate significant milestone slippages and/or irreconcilable differences. The August

memorandum requests assistance from the Districts to ensure SPI remains an expedited process in which decisions are quickly made and issues of concern are elevated to appropriate levels for resolution without delay. The Districts briefed the status of concept papers, using the new reporting format, at the Resource Utilization Council.

CONTRACTOR CAPABILITY & PROPOSAL ANALYSIS TEAM (AQOD).

- o The DoD Past Performance Information Integrated Product Team will be meeting here at the HQC all day both Thursday and Friday, August 27th and 28th, in preparation for a follow-on briefing to the Under Secretary of Defense (Acquisition & Technology) and the Component Acquisition Executives on September 4. The last briefing went well; we received approval for moving forward with the proposed DoD policy memo on past performance information collection, and also our proposed revisions to the DoD Guide for Use and Collection of Past Performance Information. The follow-on briefing will cover the pros and cons of a suggestion from Mr. John Douglass, Assistant Secretary of the Navy (Research, Development & Acquisition), that contractors' past performance assessments be made generally available to the public, and also the details of the Integrated Product Team's proposed changes to its charter and membership.

DLA TRANSPORTATION (MML).

- o Jack Maher will work with Dave Guinasso, AQOC, and George Sisson, GC, concerning the congressional inquiry on Vinci's Express, Inc. when Dave returns from TDY.
- o Paul Kretzing, MML, is at DCMDE to work on the annual fund citations from the military services for use on government bills of lading for the coming fiscal year.

OVERHEAD CENTER (OHC).

- o OHC is preparing a Suspense Memo per AQO request. SUBJECT: Realistic Overhead "Burn Down Plans." This action resulted from the internal AQO MMR and AQO's assessment that the Command, District, and CAO plans appear to be overly optimistic and must be reviewed for achievability - in light of manpower available and additional taskings.
- o Overhead Center personnel are in Indianapolis this week conducting an initial site visit. Initial site visits are being planned and coordinated for New York/Long Island and San Antonio.
- o Ron Youngs is working to establish a Pension training program for ACOs. Funds have been identified (including travel funds). The plan is for a "pilot" offering in Sep with additional offerings throughout FY98.

PROPERTY MGMT, CONTRACT CLOSEOUT & TERMINATIONS TEAM (AQOE).

- o Terminations Automated Management System (TAMS) experienced configuration problems during Environmental Test (ET) that delayed desired Aug 22 completion.DLA Systems Design

Center (DSDC) also experienced trouble in resolving problems uncovered at ET because of manpower shortage. Delays will not impact fielding TAMS in mid-Sep for production use, problem resolutions are near completion. We can expect a fully operational capability certification in Nov 97 (60 days after deployment).

APPROVED:

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